



**NATIONAL RECORDS OF SCOTLAND  
NATIONAL RECORDS OF SCOTLAND TERMS AND CONDITIONS 1 (NRSTC1)  
CONDITIONS OF CONTRACT FOR THE PURCHASE OF GOODS**

**These Conditions may be varied only by the written agreement of the Purchaser.  
No terms or conditions put forward at any time by the Supplier shall form any part  
of the Contract unless specifically agreed in writing by the Purchaser.**

## 1. DEFINITIONS

In these Conditions:

“Contract” means the contract between the Purchaser and the Supplier consisting of the Purchase Order, these Conditions and any other documents (or parts thereof) specified in the Purchase Order;

“Data Controller”, “Data Processor”, “Data Subject” and “Data Subject Access Request” have the meanings given in the Data Protection Laws;

“Data Protection Laws” means any Law, statute, subordinate legislation regulation, order, mandatory guidance or code of practice, judgment of a relevant court of Law, or directives or requirements of any regulatory body which relates to the protection of individuals with regard to the processing of Personal Data to which a Party is subject including the Data Protection Act 2018 and any statutory modification or re-enactment thereof and the UK GDPR;

“Goods” means any such goods as are to be supplied to the Purchaser by the Supplier (or by any of the Supplier’s sub-contractors) pursuant to or in connection with this Contract;

‘Good Industry Practice’ means standards, practices, methods and procedures conforming to legal and regulatory requirements and the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged in a similar type of undertaking as the Supplier under the same or similar circumstances.

“Information Commissioner” means the Commissioner as set out in Part 5 of the Data Protection Act 2018.

“Intellectual Property Rights” means all copyright, patent, trademark, design right, database right and any other right in the nature of intellectual property whether or not registered, in any materials or works in whatever form (including but not limited to any materials stored in or made available by means of an information technology system and the computer software relating thereto) which are created, produced or developed in connection with this Contract by or on behalf of the Supplier;

“Law” means:

- (a) any applicable statute or proclamation or any delegate or subordinate legislation;
- (b) any enforceable right forming part of retained EU Law within the meaning of the European Union (Withdrawal) Act 2018;
- (c) any applicable guidance, direction, determination, or regulations with which the Purchaser and/or the Service Provider is bound to comply;
- (d) any applicable judgment of a relevant court of Law which is a binding precedent in Scotland; and
- (e) and requirements of any regulatory body;

in each case in force during the period of the Contract in Scotland.

“Personal Data” has the meaning given in the Data Protection Laws;

“Processing” has the meaning given in the Data Protection Laws and cognate expressions shall be construed accordingly;

“Purchaser” means the Registrar General of Births, Deaths and Marriages for

Scotland;

“Purchase Order” means the document setting out the Purchaser’s requirements for the Contract.

“Schedule” means a schedule annexed to and forming part of these Conditions;

“Supplier” means the person, firm or company to whom the Contract is issued;

“Third country” means a country or territory outside the United Kingdom;  
and

“UK GDPR” means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th April 2016 on the protection of natural persons with regard to the processing of Personal Data and on the free movement of such data (General Data Protection Regulation) as it forms part of the Law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 and as amended by the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019.

## **2. THE GOODS**

- 2.1 The Goods shall be to the reasonable satisfaction of the Purchaser and shall conform in all respects with any particulars specified in the Contract and in any variations thereto.
- 2.2 The Goods shall conform in all respects with the requirements of any statutes, orders, regulations or bye-laws from time to time in force.
- 2.3 The Goods shall be fit and sufficient for the purpose for which such goods are ordinarily used and for any particular purpose made known to the Supplier by the Purchaser and the Purchaser relies on the skill and judgement of the Supplier in the supply of the Goods and the execution of the Contract.

## **3. THE PRICE**

- 3.1 The price of the goods shall be as stated in the Contract and no increase will be accepted by the Purchaser unless agreed by the Purchaser in writing before the execution of the Contract.
- 3.2.1 Unless otherwise agreed in writing by the Purchaser, the Supplier shall render a separate invoice in respect of each consignment delivered under the Contract. Payment shall be due 30 days after receipt of the Goods or the correct invoice therefor, whichever is the later.
- 3.2.2 In this Condition 3, ‘invoice’ includes an electronic invoice meeting all the requirements set out in regulation 70A of the Public Contracts (Scotland) Regulations 2015 or regulation 44A of the Concession Contracts (Scotland) Regulations 2016.
- 3.3 Value Added Tax, where applicable, shall be shown separately on all invoices as a strictly net extra charge.
- 3.4 Notwithstanding Condition 19 (Assignment and sub-contracting) of this Contract the Supplier may assign to another person (an “assignee”) the right to receive payment of

the Price or any part thereof due to the Supplier under this Contract subject to (i) deduction of sums in respect of which the Purchaser exercises the right of recovery under Condition 18 (Recovery of sums due) of this Contract and (ii) all the related rights of the Purchaser under this Contract in relation to the recovery of sums due but unpaid. The Supplier shall notify or procure that any assignee notifies the Purchaser of any variations to the arrangements for payment of the Price or for handling invoices, in each case in good time to enable the Purchaser to redirect payments or invoices accordingly. In the absence of such notification the Purchaser shall be under no obligation to vary its arrangements for payment of the Price or for handling invoices.

#### **4. SECURITY AND ACCESS TO THE PURCHASER'S PREMISES**

- 4.1 Any access to, or occupation of, the Purchaser's premises which the Purchaser may grant the Supplier from time to time is on a non-exclusive licence basis free of charge. The Supplier must use the Purchaser's premises solely for the purpose of performing its obligations under the Contract and must limit access to the Purchaser's premises to such individuals as are necessary for that purpose.
- 4.2 The Supplier must comply with the Purchaser's policies concerning Baseline Personnel Security Standard checks and such modifications to those policies or replacement policies as are notified to the Supplier from time to time.
- 4.3 The Supplier must notify the Purchaser of any matter or other change in circumstances which might adversely affect future Baseline Personnel Security Standard clearance.
- 4.4 At the Purchaser's written request, the Supplier must provide a list of the names and addresses of all persons who may require admission to the Purchaser's premises in connection with the Contract, specifying the capacities in which they are concerned with the Contract and giving such other particulars as the Purchaser may reasonably request.
- 4.5 The Supplier must ensure that any individual Supplier Representative entering the Purchaser's premises has completed the process for obtaining Baseline Personnel Security Standard clearance. The Supplier acknowledges that the Purchaser has the right to deny entry to any individual that has not completed the process for obtaining Baseline Personnel Security Standard clearance.
- 4.6 In accordance with the Purchaser's policies concerning visitor access, entry to the Purchaser's premises may be granted to individual Supplier Representatives for the purposes of meetings, notwithstanding that the process for obtaining Baseline Personnel Security Standard clearance has not commenced or completed.
- 4.7 The Purchaser may, by notice to the Supplier, refuse to admit onto, or withdraw permission to remain on, the Purchaser's premises any Supplier Representative whose admission or continued presence would, in the opinion of the Purchaser acting reasonably, be undesirable.
- 4.8 The Purchaser must provide advice and assistance acting reasonably to the Supplier to facilitate the Supplier's compliance with this Condition.
- 4.9 All decisions of the Purchaser under this Condition are final and conclusive.
- 4.10 Breach of this Condition 4 by the Supplier is a material breach for the purposes of Condition 17.2 (Termination).
- 4.11 If cyber security requirements apply to this Contract:

4.11.1 Then these are set out in a Schedule Part 2 (Cyber Security Requirements) to this Contract; and

4.11.2 in that case the Supplier shall comply with the provisions of Schedule Part 2 (Cyber Security Requirements)

and this Condition 4 shall not apply where the Contract does not include a Schedule Part 2 (Cyber Security Requirements).

In this Condition 4, "Baseline Personnel Security Standard" means the pre- employment controls for all civil servants, members of the Armed Forces, temporary staff and government contractors generally.

"Supplier Representatives" means all persons engaged by the Supplier in the performance of its obligations under the Contract including:

- its employees and workers (including persons employed by a third party but working for and under the control of the Supplier);
- its agents, suppliers and carriers; and
- any sub-contractors of the Supplier (whether approved under Condition 19 (Assignment and sub-contracting) or otherwise).

## 5. DELIVERY

5.1 The Goods shall be delivered to the place named in the Contract. Any access to premises and any labour and equipment that may be provided by the Purchaser in connection with delivery shall be provided without acceptance by the Purchaser of any liability whatsoever and the Supplier shall **indemnify** the Purchaser and the Crown in respect of any actions, suits, claims, demands losses, charges, costs and expenses which the Purchaser or the Crown may suffer or incur as a result of or in connection with any damage or injury (whether fatal or otherwise) occurring in the course of delivery or installation to the extent that any such damage or injury is attributable to any act or omission of the Supplier or any of his sub-contractors.

5.2 Where any access to the premises is necessary in connection with delivery or installation the Supplier and the Supplier's sub-contractors shall at all times comply with the reasonable requirements of the Purchaser's Head of Security.

5.3 The time of delivery shall be of the essence and failure to deliver within the time promised or specified shall enable the Purchaser (at the Purchaser's option) to release themselves from any obligation to accept and pay for the Goods and/or to cancel all or part of the Contract therefor, in either case without prejudice to the Purchaser's other rights and remedies.

## 6. PROPERTY AND RISK

Property and risk in the Goods shall without prejudice to any of the rights or remedies of the Purchaser (including the Purchaser's rights and remedies under Condition 8 hereof) pass to the Purchaser at the time of delivery.

## 7. DAMAGE IN TRANSIT

On dispatch of any consignment of the Goods the Supplier shall send to the Purchaser at the address for delivery of the Goods an advice note specifying the means of transport, the place

and date of dispatch, the number of packages and their weight and volume. The Supplier shall free of charge and as quickly as possible either repair or replace (as the Purchaser shall elect) such of the Goods as may either be damaged in transit or having been placed in transit fail to be delivered to the Purchaser provided that:

- (a) in the case of damage to such Goods in transit the Purchaser shall within 30 days of delivery give notice to the Supplier that the Goods have been damaged;
- (b) in the case of non-delivery the Purchaser shall (provided that the Purchaser has been advised of the dispatch of the Goods) within ten days of the notified date of delivery give notice to the Supplier that the Goods have not been delivered.

## **8. INSPECTION, REJECTION AND GUARANTEE**

- 8.1 The Supplier shall permit the Purchaser or the Purchaser's authorised representatives to make any inspections or tests they may reasonably require and the Supplier shall afford all reasonable facilities and assistance free of charge at the Supplier's premises. No failure to make complaint at the time of such inspection or tests and no approval given during or after such tests or inspections shall constitute a waiver by the Purchaser of any rights or remedies in respect of the Goods.
- 8.2 The Purchaser may by written notice to the Supplier reject any of the Goods which fail to meet the requirements specified in the contract. Such notice shall be given within a reasonable time after delivery to the Purchaser of Goods concerned. If the Purchaser shall reject any of the Goods pursuant to this Condition the Purchaser shall be entitled (without prejudice to the Purchaser's other rights and remedies) either:
- (a) to have the Goods concerned as quickly as possible either repaired by the Supplier or (as the Purchaser shall elect) replaced by the Supplier with Goods which comply in all respects with the requirements specified herein; or
  - (b) to obtain a refund from the Supplier in respect of the Goods concerned.
- 8.3 The guarantee period applicable to the Goods shall be 12 months from putting into service or 18 months from delivery, whichever shall be the shorter (subject to any alternative guarantee arrangements agreed in writing between the Purchaser and the Supplier). If the Purchaser shall within such guarantee period or within 30 days thereafter give notice in writing to the Supplier of any defect in any of the Goods as may have arisen during such guarantee period under proper and normal use the Supplier shall (without prejudice to any other rights and remedies which the Purchaser may have) as quickly as possible remedy such defects (whether by repair or replacement as the Purchaser shall elect) without cost to the Purchaser.
- 8.4 Any Goods rejected or returned by the Purchaser as described in paragraphs 8.2 or 8.3 shall be returned to the Supplier at the Supplier's risk and expense.

## **9. LABELLING AND PACKAGING**

- 9.1 The Goods shall be packed and marked in a proper manner and in accordance with the Purchaser's instructions and any statutory requirements and any requirements of the carriers. In particular the Goods shall be marked with the Purchase Order Number, the net, gross and tare weights, the name of the contents shall be clearly

marked on each container and all containers of hazardous goods (and all documents relating thereto) shall bear prominent and adequate warnings. The Supplier shall **indemnify** the Purchaser and the Crown against all actions, suits, claims, demands, losses, charges, costs and expenses which the Purchaser or the Crown may suffer or incur as a result of or in connection with any breach of this Condition.

- 9.2 All packaging materials will be considered non-returnable and will be destroyed unless the Supplier's advice note states that such materials will be charged for unless returned. The Purchaser accepts no liability in respect of the non-arrival at the Supplier's premises of empty packages returned by the Purchaser unless the Supplier shall within 10 days of receiving notice from the Purchaser that the packages have been dispatched notify the Purchaser of such non-arrival.
- 9.3 The Supplier represents and warrants that the maximum use has been made of recycled materials in the manufacture of crates, pallets, boxes, cartons, cushioning and other forms of packing, where these fulfil other packing specifications.

## **10. CORRUPT GIFTS OR PAYMENTS**

The Supplier shall not offer or give, or agree to give, to any employee or representative of the Purchaser any gift or consideration of any kind as an inducement or reward for doing or refraining from doing or for having done or refrained from doing, any act in relation to the obtaining or execution of this or any other contract with the Purchaser or for showing or refraining from showing favour or disfavour to any person in relation to this or any such Contract. The attention of the Supplier is drawn to the criminal offences created by the Bribery Act 2010.

## **11. INTELLECTUAL PROPERTY RIGHTS**

11.1 All Intellectual Property Rights in any material including but not limited to reports, guidance, specification, instructions, toolkits, plans, data, drawings, databases, patents, patterns, models, designs which are created or developed by the Supplier on behalf of the Purchaser for use, or intended use, in relation to the performance by the Supplier of its obligations under the Contract are hereby assigned to and shall vest in the Crown absolutely.

11.2 Except as may expressly be provided for in the Contract, neither party acquires any interest in or license to use the other party's Intellectual Property Rights owned or developed prior to or independently of the Contract.

- 11.3 The Supplier must not infringe any Intellectual Property Rights of any third party in performing its obligations under the Contract. The Supplier shall indemnify the Purchaser against all actions, claims, demands, losses, charges, costs and expenses which the Purchaser may suffer or incur as a result of or in connection with any breach of this Condition 11.3.
- 11.4 The provisions of this Condition 11 shall apply during the continuance of this Contract and after its termination howsoever arising.

## **12. HEALTH AND SAFETY**

The Supplier represents and warrants to the Purchaser that the Supplier is satisfied that all necessary tests and examinations have been made or will be made prior to delivery of the Goods to ensure that the Goods are designed and constructed so as to be safe and without risk to the health or safety of persons using the same, and that the Supplier has made available to the Purchaser adequate information about the use for which the Goods have been

designed and have been tested and about any conditions necessary to ensure that when put to use the goods will be safe and without risk to health. The Supplier shall indemnify the Purchaser and the Crown against all actions, suits, claims, demands, losses, charges, costs and expenses which the Purchaser or the Crown may suffer or incur as a result of or in connection with any breach of this Condition.

### **13. INDEMNITY AND INSURANCE**

- 13.1 Without prejudice to any rights or remedies of the Purchaser (including the Purchaser's rights and remedies under Condition 8 hereof) the Supplier shall indemnify the Purchaser and the Crown against all actions, suits, claims, demands, losses, charges, costs and expenses which the Purchaser or the Crown may suffer or incur as a result of or in connection with any damage to property or in respect of any injury (whether fatal or otherwise) to any person which may result directly or indirectly from any defect in the Goods or the negligent or wrongful act or omission of the Supplier.
- 13.2 The Purchaser shall indemnify the Supplier in respect of all claims, proceedings, actions, damages, fines, costs, expenses or other liabilities which may arise out of, or in consequence of, a breach of the Data Protection Laws where the breach is the direct result of the Supplier acting in accordance with the Purchaser's specific written instructions. This indemnity provision shall not apply if the Supplier-
- (a) acts on the Purchaser's specific written instructions but fails to notify the Purchaser in accordance with Condition 26.11(c) (Data Protection) of this Contract;
  - (b) fails to comply with any other obligation under the Contract.
- 13.3 The Supplier shall effect with a reputable insurance company a policy or policies of insurance covering all the matters which are the subject of indemnities under these Conditions and shall at the request of the Purchaser produce the relevant policy or policies together with receipts or other evidence of payment of premiums, including the latest premium due thereunder.

### **14. DISCRIMINATION**

The Supplier must not unlawfully discriminate against any person within the meaning of the Equality Act 2010 in its activities relating to the Contract or any other contract with the Purchaser.

### **15. BLACKLISTING**

The Supplier must not commit any breach of the Employment Relations Act 1999 (Blacklists) Regulations 2010 or section 137 of the Trade Union and Labour Relations (Consolidation) Act 1992, or commit any breach of the Data Protection Laws by unlawfully processing Personal Data in connection with any blacklisting activities.

Breach of this Condition is a material default which shall entitle the Purchaser to terminate the Contract.

### **16. OFFICIAL SECRETS ACTS, CONFIDENTIALITY, AND ACCESS TO GOVERNMENT INFORMATION**

16.1 The Supplier undertakes to abide and procure that the Supplier's employees abide by the provisions of the Official Secrets Acts 1911-1989.

16.2 The Supplier shall keep secret and not disclose and shall procure that the Supplier's



employees keep secret and do not disclose any information of a confidential nature obtained by the Supplier by reason of the Contract except information which is in the public domain otherwise than by reason of a breach of this provision.

- 16.3 All information related to the Contract with the Supplier shall be treated as commercial in confidence by the parties except that:
- (a) The Supplier may disclose any information as required by Law or judicial order to be disclosed.
  - (b) The Purchaser may disclose any information as required by Law or judicial order to be disclosed; further the Purchaser may disclose all information obtained by the Purchaser by virtue of the Contract to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Purchaser shall, if the Purchaser sees fit, disclose such information but is unable to impose any restrictions upon the information that the Purchaser provides to Members of the Scottish Parliament, (MSPs) or Members of the United Kingdom Parliament (MPs). Such disclosure shall not be treated as a breach of this Contract.
- 16.4 The provisions of this Condition 16 shall apply during the continuance of the Contract and after its termination howsoever arising.
- 16.5 The Parties acknowledge that, except for any Information which is exempt from disclosure in accordance with the provisions of the FOISA, the content of the Contract is not confidential information and the Supplier hereby gives its consent for the Purchaser to publish the Contract in its entirety to the general public (but with any Information that is exempt from disclosure in accordance with the FOISA redacted) including any changes to the Contract agreed from time to time.

## 17. TERMINATION

- 17.1 Without prejudice to any other rights or remedies of the Purchaser under the Contract the Purchaser shall have the right to terminate the Contract by written notice to the Supplier or the appropriate trustee in bankruptcy or sequestration, receiver, liquidator or administrator:
- (a) where the Supplier is an individual and if a petition is presented for the Supplier's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Supplier, or the Supplier is apparently insolvent, or makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignment for the benefit of creditors, or if an administrator or trustee is appointed to manage the Supplier's affairs; or
  - (b) where the Supplier is not an individual but is a firm or a number of persons acting together in any capacity, if any event in (a) or (c) of this Condition occurs in respect of the firm or any partner in the firm or any of those persons or a petition is presented for the Supplier to be wound up as an unregistered company; or
  - (c) where the Supplier is a company, if the company passes a resolution for winding-up or dissolution (otherwise than for the purposes of and followed by

an amalgamation or reconstruction) or the court makes an administration order or a winding-up order, or the company makes a composition or arrangement with its creditors, or an administrator, administrative receiver, receiver or manager is appointed by a creditor or by the court, or possession is taken of any of its property under the terms of a floating charge.

- 17.2 On the occurrence of any of the events described in Condition 17.1 or, if the Supplier shall have committed a material breach of this Contract and (if such breach is capable of remedy) shall have failed to remedy such breach within 30 days of being required by the Purchaser in writing to do so or, where the Supplier is an individual if the Supplier shall die or be adjudged incapable of managing his or her affairs within the meaning of the Adults with Incapacity (Scotland) Act 2000 or the Mental Health (Care and Treatment) (Scotland) Act 2003, the Purchaser shall be entitled to terminate this Contract by notice to the Supplier with immediate effect.
- 17.3 The Purchaser may terminate the Contract in the event that:
- (a) the Contract has been subject to substantial modification which would have required a new procurement procedure in accordance with regulation 72(9) (modification of contracts during their term) of The Public Contracts (Scotland) Regulations 2015;
  - (b) the Supplier has, at the time of contract award, been in one of the situations referred to in regulation 58(1) (exclusion grounds) of The Public Contracts (Scotland) Regulations 2015, including as a result of the application of regulation 58(2) of those regulations, and should therefore have been excluded from the procurement procedure; or
- 17.4 The Purchaser may also terminate the Contract in the event of a failure by the Supplier to comply in the performance of the Contract with legal obligations in the fields of environmental, social and employment Law.
- 17.5 In addition to the Purchaser's rights of termination under Condition 17.2, 17.3 and 17.4, the Purchaser shall be entitled to terminate this Contract by giving to the Supplier not less than 30 days' notice to that effect.
- 17.6 Termination under Condition 17.2, 17.3, 17.4 or 17.5 shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereupon accrue to the Purchaser and shall not affect the continued operation of Conditions 11 (Intellectual Property Rights), 16 (Official Secrets Acts, etc.), 22 (Audit) and 26 (Data Protection).

## **18. RECOVERY OF SUMS DUE**

Wherever under the Contract any sum of money is recoverable from or payable by the Supplier, that sum may be deducted from any sum then due, or which at any later time may become due, to the Supplier under the Contract or under any other agreement or contract with the Purchaser or with any department, agency or authority of the Crown.

## **19. ASSIGNATION AND SUB-CONTRACTING**

- 19.1 The Supplier shall not without the written consent of the Purchaser assign the benefit or burden of the Contract or any part thereof.
- 19.2 No sub-contracting by the Supplier shall in any way relieve the Supplier of any of the Supplier's responsibilities under the Contract.
- 19.3 Where the Supplier enters into a sub-contract must ensure that a provision is included

which:

- 19.3.1 requires payment to be made of all sums due by the Supplier to the sub-contractor within a specified period not exceeding 30 days from the receipt of a valid invoice as defined by the sub-contract requirements and provides that, where the Purchaser has made payment to the Supplier in respect of Contract and the sub-contractor's invoice relates to the Contract then, to that extent, the invoice must be treated as valid and, provided the Supplier is not exercising a right of retention or set-off in respect of a breach of contract by the sub-contractor or in respect of a sum otherwise due by the sub-contractor to the Supplier, payment must be made to the sub-contractor without deduction;
- 19.3.2 notifies the sub-contractor that the sub-contract forms part of a larger contract for the benefit of the Purchaser and that should the sub-contractor have any difficulty in securing the timely payment of an invoice, that matter may be referred by the sub-contractor to the Purchaser; and
- 19.3.3 in the same terms as that set out in this Condition 19.3 (including for the avoidance of doubt this Condition 19.3.3) subject only to modification to refer to the correct designation of the equivalent party as the Supplier and sub-contractor as the case may be.

19.4 The Supplier shall also include in every sub-contract:

- 19.4.1 a right for the Supplier to terminate that sub-contract if the relevant sub-contractor fails to comply in the performance of its contract with legal obligations in the fields of environmental, social or employment Law or if any of the termination events (involving substantial modification of the Contract, contract award despite the existence of exclusion grounds) specified in Condition 17.3 occur; and
- 19.4.2 a requirement that the sub-contractor includes a provision having the same effect as 19.4.1 above in any sub-contract which it awards.

In this Condition 19.4, 'sub-contract' means a contract between two or more suppliers, at any stage of remoteness from the Purchaser in a sub-contracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Contract.

## 20. NOTICES

Any notice given under or pursuant to the Contract may be sent by hand or by post or by registered post or by the recorded delivery service or transmitted by telex, teletext, facsimile transmission or other means of telecommunication resulting in the receipt of a written communication in permanent form and if so sent or transmitted to the address of the party shown on the Purchase Order, or to such other address as the party may by notice to the other have substituted therefor, shall be deemed effectively given on the day when in the ordinary course of the means of transmission it would first be received by the addressee in normal business hours.

## 21. COMPLIANCE WITH THE LAW ETC.

In supplying the Goods and otherwise when performing the Contract, the Supplier must comply in all respects with:

- 21.1 all applicable Law;
- 21.2 any applicable requirements of regulatory bodies; and
- 21.3 Good Industry Practice.

## **22. AUDIT**

- 22.1 The Supplier shall keep and maintain until 5 years after the Contract has been completed records to the satisfaction of the Purchaser of all expenditures which are reimbursable by the Purchaser and of the hours worked and costs incurred in connection with any employees of the Supplier paid for by the Purchaser on a time charge basis. The Supplier shall on request afford the Purchaser or the Purchaser's representatives such access to those records as may be required by the Purchaser in connection with the Contract.
- 22.2 The provisions of this Condition 22 shall apply during the continuance of this Contract and after its termination howsoever arising.

## **23. DISPUTE RESOLUTION**

- 23.1 The parties must attempt in good faith to resolve any dispute between them arising out of or in connection with the Contract.
- 23.2 Any dispute or difference arising out of or in connection with the Contract, including any question regarding its existence, validity or termination which cannot be resolved in good faith, shall be determined by the appointment of a single arbitrator to be agreed between the parties, and failing agreement within 14 days after either party has given to the other a written request to concur in the appointment of an arbitrator, by an arbitrator to be appointed by the Scottish Arbitration Centre on the written application of either party. The seat of the arbitration shall be in Scotland. The language used in the arbitral proceedings shall be in English.
- 23.3 Any arbitration under 23.2 is subject to the Arbitration (Scotland) Act 2010.

## **24. HEADINGS**

The headings to Conditions shall not affect their interpretation.

## **25. GOVERNING LAW**

These Conditions shall be governed by and construed in accordance with Scots Law and the Supplier hereby irrevocably submits to the jurisdiction of the Scottish courts. The submission to such jurisdiction shall not (and shall not be construed so as to) limit the right of the Purchaser to take proceedings against the Supplier in any other court of competent jurisdiction, nor shall the taking of proceedings in any one or more jurisdictions preclude the taking of proceedings in any other jurisdiction, whether concurrently or not.

## **26. DATA PROTECTION**

- 26.1 The Supplier acknowledges that any Personal Data described in the scope of the Schedule Part 1 (Data Protection) may be Processed in connection with the Contract. For the purposes of any such Processing, Parties agree that the Supplier acts as the Data Processor and the Purchaser acts as the Data Controller.

- 26.2 Both Parties agree to negotiate in good faith any such amendments to this Contract that may be required to ensure that both Parties meet all their obligations under Data Protection Laws. The provisions of this Condition 26 are without prejudice to any obligations and duties imposed directly on the Supplier under the Data Protection Laws and the Supplier hereby agrees to comply with those obligations and duties.
- 26.3 The Supplier will, in conjunction with the Purchaser and in its own right and in respect of the Contract, make all necessary preparations to ensure it will be compliant with the Data Protection Laws.
- 26.4 The Supplier will provide the Purchaser with the contact details of its data protection officer or other designated individual with responsibility for data protection and privacy to act as the point of contact for the purpose of observing its obligations under the Data Protection Laws.
- 26.5 The Supplier must:
- 26.5.1 process Personal Data only as necessary in accordance with obligations under the Contract and any written instructions given by the Purchaser (which may be specific or of a general nature), including with regard to transfers of Personal Data to a Third Country other than within the European Economic Area unless required to do so by European Union or domestic Law or Regulatory Body to which the Supplier is subject; in which case the Supplier must, unless prohibited by that Law, inform the Purchaser of that legal requirement before processing the Personal Data only to the extent, and in such manner as is necessary for the performance of the Supplier's obligations under this Contract or as is required by the Law;
  - 26.5.2 subject to Condition 26.5.1 only process or otherwise transfer any Personal Data in or to a Third Country other than within the European Economic Area with the Purchaser's prior written consent;
  - 26.5.3 take all reasonable steps to ensure the reliability and integrity of any Supplier Representatives who have access to the Personal Data and ensure that the Supplier Representatives:
    - (a) are aware of and comply with the Supplier's duties under this Condition;
    - (b) are subject to appropriate confidentiality undertakings with the Supplier or the relevant Sub-contractor;
    - (c) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Purchaser or as otherwise permitted by this Contract; and
    - (d) have undergone adequate training in the use, care, protection and handling of Personal Data.
  - 26.5.4 implement appropriate technical and organisational measures including those in accordance with Article 32 of the UK GDPR to protect Personal Data against unauthorised or unlawful Processing and against accidental loss, destruction, damage, alteration or disclosure, such measures being appropriate to the harm which might result from any unauthorised or unlawful Processing accidental loss, destruction or damage to the Personal Data and having regard to the nature of the Personal Data which is to be protected.
- 26.6 The Supplier shall not engage a sub-contractor to carry out Processing in connection with the Services without prior specific or general written authorisation from the

Purchaser. In the case of general written authorisation, the Supplier must inform the Purchaser of any intended changes concerning the addition or replacement of any other sub-contractor and give the Purchaser an opportunity to object to such changes.

26.7 If the Supplier engages a sub-contractor for carrying out Processing activities on behalf of the Purchaser, the Supplier must ensure that same data protection obligations as set out in this Contract are imposed on the sub-contractor by way of a written and legally binding contract, in particular providing sufficient guarantees to implement appropriate technical and organisational measures. The Supplier shall remain fully liable to the Purchaser for the performance of the sub-contractor's performance of the obligations.

26.8 The Supplier must provide to the Purchaser reasonable assistance including by such technical and organisational measures as may be appropriate in complying with Articles 12-23 of the GDPR.

26.9 The Supplier must notify the Purchaser if it:

(a) receives a Data Subject Access Request (or purported Data Subject Access Request);

(b) receives a request to rectify, block or erase any Personal Data;

(c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Laws;

(d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Contract; or

(e) receives a request from any third Party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law or regulatory order;

and such notification must take place as soon as is possible but in any event within 3 business days of receipt of the request or any other period as agreed in writing with the Purchaser from time to time.

26.10 Taking into account the nature of the Processing and the information available, the Supplier must assist the Purchaser in complying with the Purchaser's obligations concerning the security of Personal Data, reporting requirements for data breaches, data protection impact assessments and prior consultations in accordance with Articles 32 to 36 of the UK GDPR. These obligations include:

(a) ensuring an appropriate level of protection through technical and organisational measures that take into account the circumstances and purposes of the processing as well as the projected probability and severity of a possible infringement of the Law as a result of security vulnerabilities and that enable an immediate detection of relevant infringement events.

(b) notifying a Personal Data breach to the Purchaser without undue delay and in any event no later than 24 hours after becoming aware of a Personal Data breach;

(c) assisting the Purchaser with communication of a Personal Data breach to a Data Subject;

(d) supporting the Purchaser with preparation of a data protection impact assessment;

(e) supporting the Purchaser with regard to prior consultation of the

Information Commissioner.

26.11 At the expiry or termination of the Contract the Supplier must, on written instruction of the Purchaser, delete or return to the Purchaser all Personal Data and delete existing copies unless EU or domestic Law requires storage of the Personal Data.

26.12 The Supplier must:

- (a) provide such information as is necessary to enable the Purchaser to satisfy itself of the Supplier's compliance with this Condition 26;
- (b) allow the Purchaser, its employees, auditors, authorised agents or advisers reasonable access to any relevant premises, during normal business hours, to inspect the procedures, measures and records referred to in this Condition 26 and contribute as is reasonable to those audits and inspections;
- (c) inform the Purchaser if, in its opinion, an instruction from the Purchaser infringes any obligation under the Data Protection Laws.

26.13 The Supplier must maintain written records of all Processing activities carried out in performance of the Contract or otherwise on behalf of the Purchaser. Such records must contain the information set out in Article 30(2) of the UK GDPR and may be kept in electronic form.

26.14 If requested, the Supplier must make such records referred to Condition 26.13 available to the Information Commissioner on request and co-operate with the Information Commissioner in the performance of its tasks.

26.15 Parties acknowledge that the inspecting party will use reasonable endeavours to carry out any audit or inspection under Condition 26.14 with minimum disruption to the Supplier's day to day business.

## SUPPLEMENTARY NOTICE

### 1. PROTECTING THE ENVIRONMENT

Suppliers to the National Records of Scotland are requested to satisfy themselves that no product will be supplied or used in the Supply of Goods to the Purchaser which will endanger the health of the consumers or others, will cause significant damage to the environment during manufacture, use, or disposal, which consumes a disproportionate amount of energy during manufacture, use, or disposal, which causes unnecessary waste because of over-packaging or because of an unusually short shelf life, or which contains materials derived from threatened species or threatened environments.

### 2. LATE PAYMENT OF INVOICES

Suppliers to the National Records of Scotland are requested to address complaints regarding late payment of invoices to, in the first instance, the addressee of the invoice and, in the second instance to the Chief Purchasing/Procurement Officer Ladywell House, Ladywell Road, Edinburgh, EH12 7TF. This procedure is suggested as the best practical way of ensuring problems of late payment are resolved, and is not intended to interfere with Suppliers' legal rights.

**THIS NOTICE DOES NOT FORM PART OF THE CONDITIONS OF CONTRACT**

## SCHEDULES

**The following two schedules may be required to form part of the contract.**

**PART 1 DATA PROTECTION**

**PART 2 CYBER SECURITY REQUIREMENTS**

**Where either, or both, of these schedules are required it will be clearly stated by the Purchaser in the tender documents:**



**This is the Schedule referred to in the foregoing Conditions of Contract for the Purchase of Goods between [PURCHASER NAME] and [SUPPLIER NAME]**

**SCHEDULE  
PART 1  
DATA PROTECTION**

Data Processing provision as required by Article 28(3) UK GDPR.

This Schedule Part 1 includes certain details of the Processing of Personal Data in connection with the supply of Goods under this Contract:

**[Complete this schedule where applicable to the contract. ]**

*Subject matter and duration of the Processing of Personal Data*

The subject matter and duration of the Processing of Personal Data are [insert description here].

*The nature and purpose of the Processing of Personal Data*

[Include description here]

*The type of Personal Data to be Processed*

[Include list of data types here]

*The categories of Data Subject to whom Personal Data relates*

[Include categories of data subjects here]

*The obligations and rights of the Purchaser*

The obligations and rights of the Purchaser as the Data Controller are set out in Condition 26 of the Contract.

This is the Schedule referred to in the foregoing Conditions of Contract for the Purchase of Goods between [PURCHASER NAME] and [SUPPLIER NAME]

## SCHEDULE PART 2 CYBER SECURITY REQUIREMENTS

[Complete this schedule where applicable to the contract at contract award. ]

### Drafting notes:

- **Please note that this Schedule Part 2 including the Annex are optional.** The Purchaser may choose to incorporate these in the Contract at its discretion.
- Text in red requires to be amended/updated by the Purchaser to reflect the specific circumstances of the Contract.

## 1. DEFINITIONS

1.1. The defined terms used in this Schedule Part 2 shall have the following meanings:

["Cyber Implementation Plan" means the cyber implementation plan set out in Section B (Cyber Implementation Plan)] of the Annex to Schedule Part 2 (Cyber Security Requirements);]

**Drafting note:** where the Purchaser and the Supplier have agreed a Cyber Implementation Plan, the above definition should be included. Otherwise it may be removed.

"Cyber Security Incident" means any thing, event, act or omission which gives, or may give, rise to:

- (i) unauthorised access to any information system, data or electronic communications network (including breach of an applicable security policy);
- (ii) reduced integrity of an information system, data or electronic communications network;
- (iii) unauthorised use of any information system or electronic communications network for the processing (including storing) of data;
- (iv) disruption or change of the operation (including, but not limited to, takeover of control, malicious disruption and/or denial of service) of an information system or electronic communications network;
- (v) unauthorised changes to firmware, software or hardware;
- (vi) unauthorised destruction, damage, deletion or alteration of data residing in an information system or electronic communications network;
- (vii) removal or limiting the availability of, or possibility to use, data residing in an information system or electronic communications network;
- (viii) the appropriation, publication, dissemination or any other use of data by persons unauthorised to do so; or
- (ix) a breach of the Computer Misuse Act 1990, the Network and Information Systems Regulations 2018, the Data Protection Laws, the Privacy and Electronic Communications (EC Directive) Regulations 2003, the Communications Act 2003, the Official Secrets Act 1911 to 1989, or any other applicable legal requirements in connection with cybersecurity and/or privacy

in connection with the Goods and/or the Contract;

**Drafting note:** Please note that the Privacy and Electronic Communications (EC Directive) Regulations 2003 are planned to be replaced with new legislation in the future.

"Cyber Security Requirements" means the Purchaser's requirements in connection with cyber security as set out in Section A (Cyber Security Requirements [and Section B (Cyber Implementation Plan)] of the Annex to this Schedule Part 2 (Cyber Security Requirements), [the

Purchase Order, paragraph [ ] of the tender documentation and [ ] of the Contract];

**Drafting note:**

- The Purchaser should amend the above definition as appropriate.
  - Reference to Cyber Implementation Plan may not be required where a Cyber Implementation Plan will not be incorporated into the contract.
  - If the Purchase Order, the Contract or tender documentation include any additional requirements relevant to cyber security, the Purchaser may wish to reference these here. The Purchaser may wish to refer to specific paragraphs within the Purchase Order and/or the tender documentation and/or other part of the Contract.

**2. CYBER SECURITY REQUIREMENTS**

2.1 The Supplier shall comply with the Cyber Security Requirements and shall implement and maintain all security measures:

- (a) as may be required under applicable laws (including but not limited to the Network and Information Systems Regulations 2018);
- (b) to enable it to discharge its obligations under this Schedule Part 2 (Cyber Security Requirements); and
- (c) to ensure there are no Cyber Security Incidents

in all cases to the Purchaser’s reasonable satisfaction and in accordance with Good Industry Practice.

2.2 The Supplier shall notify the Purchaser immediately it knows or believes that a Cyber Security Incident has or may have taken place and shall provide full details of the incident and any mitigation measures already taken and intended to be taken by it and (where applicable) any mitigation measures recommended by it to be taken by the Purchaser.

2.3 If the Supplier fails to comply with the provisions of paragraphs 2.1 and/or 2.2, the Purchaser may take any action it considers appropriate or necessary (and the Supplier shall comply with the Purchaser’s requests in this respect).

## ANNEX

**Drafting note:** This Annex is not required where Schedule Part 2 is not incorporated into the Contract, at the Purchaser's sole option.

The cyber security requirements applicable to the Contract are set out in this Annex to Schedule Part 2. Section A (*Cyber Security Requirements*) includes the Purchaser's requirements in connection with cyber security [and Section B (*Cyber Implementation Plan*) sets out further details on how the Supplier will meet such requirements].

**Drafting note:** The Purchaser should retain the reference to Section B above if:

- the Scottish Cyber Assessment Service (SCAS) tool has been used in connection with the contract; and
- the Supplier and the Purchaser have agreed a Cyber Implementation Plan in conjunction with the SAQ report generated by the SCAS tool

### **Section A: Cyber Security Requirements**

#### **Overview of requirements:**

<b>[Cyber risk profile]</b>	<ul style="list-style-type: none"> <li>• [Low]</li> </ul>
<b>[Additional questions for management of specific cyber risks covering:]</b>	<ul style="list-style-type: none"> <li>• [Cloud security]</li> <li>• [Personal data security]</li> <li>• [Governance]</li> <li>• [Etc.]</li> </ul>
<b>[Certification requested for assurance purposes]</b>	<ul style="list-style-type: none"> <li>• [Cyber Essentials or equivalent]</li> <li>• [Cyber Essentials Plus or equivalent]</li> <li>• [IASME Gold or equivalent]</li> <li>• [ISO27001 or equivalent]</li> </ul>
<b>[Supporting evidence required]</b>	<ul style="list-style-type: none"> <li>• [Insert details of any supporting evidence required]</li> </ul>
<b>[Purchaser's risk management approach]</b>	<ul style="list-style-type: none"> <li>• [Strict pass/fail]</li> <li>• [Cyber Implementation Plans accepted]</li> </ul>

**Drafting note:** If the SCAS tool is used, insert information in the above table that summarises the Purchaser's cyber security requirements. Cyber security requirements set out in this Schedule Part 2 and the Annex should not deviate from the requirements set out in any part of the tender documentation. An example is provided above. The Purchaser should check and amend fields and entries to fit its contract.

#### **The Supplier shall meet the following requirements:**

**Drafting note:** If the SCAS tool is used, the Purchaser's requirements from SCAS require to be incorporated into the contract.

Two options to achieve this include the following:

- **OPTION 1:** Either cut and paste or append the full "SAQ Responses" section of the Supplier's SAQ Report, which sets out all questions asked of bidding suppliers in the SCAS SAQ (i.e. the Purchaser's requirements), and the Supplier's responses. Please also include details of subsequent clarifications with the Supplier, if applicable.
- **OPTION 2:** provide the following information (asset out in the table below) from the SCAS tool.

The Purchaser should choose the option appropriate to the contract, Option 1 being preferable from the point of view of clarity. In case of Option 2, the Purchaser should retain records of its requirements and the Supplier's responses. The Purchaser should also retain all metadata/ other information (such as e-mail alerts) generated by SCAS relating to completion of SAQs by it and the Supplier.

<p><b>The cyber security requirements for the Contract, and the Supplier's responses, are set out in the Scottish Cyber Assessment Service under the following reference number:</b></p>	<ul style="list-style-type: none"> <li>• [Insert reference number for contract]</li> </ul>
<p><b>Time that the Supplier submitted its responses to the above cyber security requirements via SCAS:</b></p>	<ul style="list-style-type: none"> <li>• [Insert the time and date at which the Supplier submitted its response to the SAQ via SCAS]</li> </ul>
<p><b>Details of any subsequent clarifications:</b></p>	<ul style="list-style-type: none"> <li>• [Insert details of any subsequent clarifications]</li> </ul>

**Drafting note:** If SCAS is NOT used, the Purchaser should insert applicable cyber security requirements here. This may include extracting / making reference to relevant parts of the Purchase Order and/or other parts of the Contract and/or the tender documentation. Cyber security requirements set out in this Schedule Part 2 and the Annex should not deviate from the requirements set out in any part of the tender documentation.

**[Section B: Cyber Implementation Plan]**

**Drafting note:** If SCAS is used, and a Cyber Implementation Plan has been submitted by the Supplier and agreed by the Purchaser, the Purchaser should include this section B and the text below (if not, this section B may be deleted). Ensure that the date or contract phase is amended to align with the requirements communicated in the Purchase Order and/or any other part of the Contract and/or the tender documentation and the SCAS tool.

The Purchaser should insert below the frequency of review of the Cyber Implementation Plan with the Supplier. This should match any frequency indicated in the Purchase Order and/or elsewhere in the Contract and/or the tender documentation.

The template Cyber Implementation Plan may be found from the following address: <https://www.gov.scot/publications/cyber-resilience-supply-chain-guidance>

The Supplier shall follow the agreed Cyber Implementation Plan to meet the requirements of Section A by no later than the date(s) set out in the Cyber Implementation Plan. The parties shall review the Supplier's progress on the Cyber Implementation Plan regularly every [4 weeks]. If the Supplier fails to meet the commitments set out in the Cyber Implementation Plan, this shall be considered to be a material breach of the Contract for the purposes of Condition 17.2 (Termination).

**Drafting note:** Insert or append the agreed Cyber Implementation Plan below. The template Cyber Implementation Plan may be found from the following address: <https://www.gov.scot/publications/cyber-resilience-supply-chain-guidance>